



Business Services Unit

Title: Labor Clinic for Job Seekers: Applying for Federal Employment
Date: Tuesday, April 4, 2017
Time: 9:00am to 11:0am
Trainer: Richard Taitague

Location: American Job Center, Guam 3rd Floor Conference Room
710 West Marine Corps Drive, Suite 301 Bell Tower Plaza,
Hagatna, Guam 96910

Target Audience: Job Seekers
Seating: Limited to 40
Cost: No Cost
Workshop Content:

Discover how to navigate USA JOBS and learn:

- How to create a USAJOBS Profile by creating an account and completing your profile; how to apply for any job on USAJOBS; and search for Jobs.
- Review Job Announcement.
- Prepare your application in USAJOBS.
- Submit application to agency.
- Forget what you know about resume writing, write your federal resume. Complete your federal application. Creating a stellar resume is only half the battle when it comes to applying for a federal job. Next steps. Congrats on submitting your application!

Contact Information: Attn: Kamalin Meno
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